

**WORKSHEET FOR COMPUTING THE VALUE OF AN EMPLOYER-OWNED OR  
LEASED MOTOR VEHICLE**

**(A Worksheet is required for each calendar year)**

Member's Name \_\_\_\_\_ SSN# \_\_\_\_\_ - - \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

Calendar Year \_\_\_\_\_

Description of Vehicle (make, model and year) \_\_\_\_\_

Fair Market Value of Vehicle: \_\_\_\_\_

Annual Lease Value (From attached chart) \_\_\_\_\_

Total Number of months that personal use was authorized \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Date) (Date)

Note: Do not include as regular compensation any time during which your ability to use the vehicle for personal reasons was restricted, such as for personal vacations or recreational trips.

What percent of the use of the vehicle was personal use? \_\_\_\_\_

**Instructions for calculating the amount of regular compensation:**

Multiply the Annual Lease Value by the portion of the year that the vehicle was available to the member (one month = 8.33%). Multiply the result by the percentage of use that was personal use.

*I certify that the above information is true and correct:*

Signature: \_\_\_\_\_